



## SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



### DO NOT USE FOR

\* Contractor  
vehicle permit

**OR**

\* Single Day  
Temporary Parking  
Restriction  
Request

### DIRECTIONS

#### Step One:

- If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room,  
Riehle Plaza, or John T. Myers Pedestrian Bridge  
Contact Facilities Department for availability / 765-807-1323

#### Step Two:

- Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021

### User Information

Date of Event: June 18, 2022 Time: From: 6 pm am/pm to: 11:59 am/pm

Name: 2022 TASTE of Tippecanoe Organization: The Arts Federation

Street Address: 638 North Street

City: Lafayette State: IN Zip Code: 47901

Contact person(s): Ann Fields Monical Phone Number(s): 765-423-2787

Email: ann@theartsfederation.org

Event Description: Annual street festival/fundraiser celebrating local restaurants with live music

Caterer: n/a Caterer's Phone Number: n/a

### **This event will utilize the following venues (check all that apply):**

- ☒ Big 4 Depot - Community Room ☒ Riehle Plaza ☒ John T. Myers Bridge  
☒ City Right-of-way ☒ City Street ☒ Sidewalk ☐ Other \_\_\_\_\_

### **This event will include the following elements (check all that apply):**

Estimated Attendance: 30,000 ☒ Private Trash Hauler (must be removed by 8am following day)

☐ Street/Sidewalk/Right-of-way restriction or closure ☒ Food or Beverages

☒ Restroom Facilities (required for events 4+ hours) ☒ Tents/Canopies

☒ Alcohol (security is required) ☒ Security (required when serving alcohol)

**Not sure if you need an A&E Permit? Go to:**

☒ Amusement & Entertainment Permit #AE7927607C <http://www.in.gov/dhs/2795.htm>

☒ Stage ☐ Fireworks ☒ Outdoor cooker/grill ☐ Other \_\_\_\_\_

### Optional Equipment & Services:

- ☒ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☒ City Equipment: Trash totes, other \$25

**Timetable** (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days		42 days	
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

### Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☒ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)  
*copy of letter attached*
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☒ Receipt – payment made to City of Lafayette
  - Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
  - Permit Fee: \$ 50 (fee waived when renting Depot)
  - Rental Fee: \$ \_\_\_\_\_
  - Equipment & Services: \$ 50 (optional)
- ☒ Certificate of Insurance
- ☒ Amusement & Entertainment Permit # AE7927607C  
Not sure if you need an A&E Permit? Want more information? Go to:  
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☒ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☒ Board of Public Works and Safety meeting (if required)

**USER AGREEMENT:**

**INDEMNIFICATION AND RELEASE.** In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: \_\_\_\_\_

Date: \_\_\_\_\_

"User"

By: Ann Fields Monical  
Signature

Printed: ANN FIELDS MONICAL

Date: 4/27/22



TO: Lafayette Board of Works

FROM: Ann Fields Monical, Chief operating Officer, The Arts Federation

RE: 2022 TASTE of Tippecanoe

April 27, 2022



Dear Board Members,

I am requesting your approval to stage the TASTE of Tippecanoe on Saturday, June 18, 2022 from 6 pm to 12 midnight in Downtown Lafayette. The TASTE is the major fundraising event for the The Arts Federation and will draw an anticipated 30,000 people to downtown for this one day celebration for the arts. I am seeking Board approval for the following:

**STREET CLOSURES:**

I am asking for a 24-hour closure from 4 am Saturday, June 18, to 4 am Sunday, June 19, 2021 for the following streets and public access areas for the purpose of setting up, staging, and striking the TASTE of Tippecanoe:

- Second Street from Columbia to Ferry Streets
- Third Street from Columbia to Ferry Streets
- Fourth Street from Columbia to Ferry Streets
- Fifth Street from Columbia to Ferry Streets
- Main Street from Second to Fifth Streets
- Ferry Street from Second Street east 1/2 block (leaving Renaissance Garage open)
- Ferry Street (West Bound) from 3rd to Fourth Streets
- The John T. Myers Pedestrian Bridge
- Riehle Plaza
- The Big Four Depot parking lot

We are speaking with the Lafayette and West Lafayette Police and Fire Departments, Tippecanoe County Sheriff's Office, Tippecanoe Emergency Management, the Lafayette Street Department, Lafayette City Engineer, and the DBC regarding our intentions. All proper paperwork is being filed and requests being approved through these respective organizations. A letter of intention is currently being distributed to residents and businesses affected by the closures (see attached).

We are making arrangements with CityBus, Greyhound Bus Lines, and Amtrak to relocate bus service and accommodate passengers on the event date.

**PARKING RESTRICTIONS:**

To facilitate electrical set-up for food booths and entertainment stages, I am requesting parking restrictions on Saturday, June 18, 2022 starting at 3 am for these areas:

- All of Main Street between Second and Fifth Streets
- Ferry Street between Second and Third Streets
- Columbia Street between Second and Fourth Streets
- Second Street between Columbia and Ferry Streets
- Third Street between Columbia and Ferry Streets
- Fourth Street between Columbia and Ferry Streets

We would like signage posted in the Depot Parking Lot on Tuesday, July 27 to prevent long-term Amtrak parking during the event. If signage could be posted throughout the rest of the footprint by Friday, June 18, 2022, this would facilitate clear areas for the needed setup.

Additionally, we are seeking permission to utilize the The Big Four Depot parking lot as a staging area for the event. Therefore we will ask that parking restrictions for this lot begin at 6 am Friday, June 17, and end at 6 am on Monday, June 20.

**STREET CLEANING:**

To ensure downtown is returned to its proper state, on Sunday, June 19, I am requesting the services of the city street sweepers to assist our cleaning crews by cleaning the streets within the festival boundaries after the event. I would request the sweeper to begin at 3:30 am to allow time to strike all the stages and fencing.

**PUBLIC SAFETY EVENT PLANNING:**

Planning efforts are ongoing at this time with all involved Public Safety Agencies to effectively coordinate Public Safety activities, assignments and other functions for this event. For this Event TEMA-DHS is coordinating planning efforts and in accordance with Federal, State and Local requirements. The information and actions listed in this document above, will be incorporated into an Event Action Plan (EAP) document maintaining compliance with National Incident Management System (NIMS) and Incident Command System (ICS) requirements. Assigned command staff from Public Safety will work from this operational plan to effectively manage safety and security actions for the entirety for this event.

We have made arrangements with the Lafayette Police Department, the Tippecanoe County Sheriff's Department, and Emergency Management to ensure ample security throughout and after the event. Beer and wine will be served. All proper permits and licenses have been signed and applied for through the Alcohol and Tobacco Commission for the State of Indiana.

The 2022 TASTE of Tippecanoe will feature over 20 restaurants, 4 beer gardens, and 2 stages of live music along with special video projection performances throughout the night on the Tippecanoe County Courthouse. This event is designed and curated to bring individuals downtown to enhance quality of life for our community. My commitment is to show off our great city by bringing a level of excitement and excellence through the celebration of music, food, and the arts. The success of the TASTE will ensure The Arts Federation has the necessary resources to lead the cultural sector in its growth as an economic and community development driver.

Thank you for your consideration and I will be available to answer any questions you may have.

Respectfully,



Ann Fields Monical  
Chief Operating Officer  
The Arts Federation  
638 North Street  
Lafayette, IN 47901  
ann@theartsfederation.org  
(765) 423-2787



The following is the contingency plan that will go into effect during the TASTE of Tippecanoe should the need arise. This plan will be used during weather events, civil disturbances or any circumstance that TASTE and emergency officials deem necessary during operational hours of the TASTE of Tippecanoe.

1. TEMA will make available the Mobile Operations Center (MOC) to be located at Second and Ferry Streets. This will be the hub that all emergency agencies and TASTE officials will use as a staging area in the event of any emergency event. All communications to emergency personnel will be directed from there. National Weather Service radar will be running in real time to monitor any changing weather in the area.
2. The TASTE has radio contact with each stage and covers the entire festival grounds. The command center is located at the MOC. Any public instructions in an emergency will be broadcast to stage managers via the TASTE emergency text alert system.
3. The TASTE will operate under a color-coded festival warning system. A threat can consist of weather, potential weather, or any emergency situation requiring the contingency plan to go into effect. A current TASTE color code will be displayed from each ticket booth. A text messaging alert system will be established for anyone interested in subscribing (free).
  - Green: No Threats - Normal Operations
  - Yellow: Possible Threats - Severe storms are within 100 miles of the TASTE and tracking toward the Lafayette area. During a code Yellow, stage crews will be put on a low level alert.
  - Orange: Likely Threats - Severe storms are within 50 miles of the TASTE and tracking toward the Lafayette area or any information received from emergency agencies of a possible civil disturbance. During a code Orange, TASTE and emergency officials will convene at the TEMA Mobile Command Center to monitor the situation. A broadcast from the Jumbo-Tron and the TASTE broadcast network will be made during a code Orange informing people of the potential threat. Stage crews will be put on a high level alert.
  - Red: Imminent Threats - Severe storms are less than 20 miles from the TASTE and tracking toward downtown or any public disturbance (fire, shots fired, chemical spill, etc.). A code Red will necessitate suspension of the TASTE until such time that all emergency agencies affected and TASTE officials determine the TASTE can resume safely. Stage crews will shutdown stages. Restaurants will cease operations. A code Red broadcast will be made on the TASTE broadcast network prior to stage shutdown. The Jumbo-Tron will not be available as it will be lowered and turned off for safety reasons. The code Red call will be made with enough time to allow emergency officials the opportunity to help direct people in a safe, orderly, and expeditious manner to safety. TASTE and emergency officials will not direct people to any specific area but will allow enough time for people to return to their vehicles or seek shelter on their own.
4. Stage crews and restaurants will be made aware of the color code system during the restaurant meeting and stage crew briefings. Restaurants will be responsible for securing their own booth, but instructed to let the tents go if the wind blows them away. Stage crews and managers will be instructed to lower the stage roof system if winds exceed 20 mph. The 20 mph rule is in place as a safety buffer as most stages are rated for higher wind loads. TASTE will comply with all state regulations regarding stages, roof systems and sound/light rigging. TASTE will apply for and provide all necessary paperwork and certifications to local inspectors.
5. TASTE workers will be instructed during the volunteer meetings about the color code system, the gate and ticket booth closure process (in the event of a code Red) and how to assist emergency officials as best they can (taking into account their own safety).
6. Local media will assist in making sure TASTE patrons are informed of the color code system and where to get information.
7. Each TASTE brochure will have the color code system. It will also be included on event signage and promoted via the TASTE website, social media, and event press.



April 25, 2022

Greetings, neighbor!

**This letter is to inform you of our plan to stage the annual TASTE of Tippecanoe street festival on Saturday, June 18, 2022 from 6 pm to midnight.** We are looking forward to a great celebration! Thanks for allowing us to share the space with you.

The TASTE of Tippecanoe is planned by The Arts Federation in support of its mission to *grow the arts*. We will be meeting with the Board of Works to get approval from the City of Lafayette to close certain streets during the set-up, staging, and tear down of the TASTE.

Set up and street closures will begin at 3 am on Saturday, June 18, and reopen at 5 am on Sunday, June 19. During the street closures, accessibility to downtown may require taking different routes. *To see a map of the event, please visit [TASTEofTippecanoe.org/map](https://TASTEofTippecanoe.org/map).*

- The Renaissance Garage will remain open, but must be accessed by turning right (West) from 3rd Street.
- Ferry Street will be closed to all other through-traffic between 2nd & 3rd and between 3rd & 4th Streets (Westbound only).
- 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Streets will be closed from Columbia Street to Ferry Street with no parking available.
- Main Street will be closed from 2<sup>nd</sup> to 5<sup>th</sup> Street with no parking available.
- If you have access to your building from an alternate entrance, please plan to use this during the TASTE hours of operation.

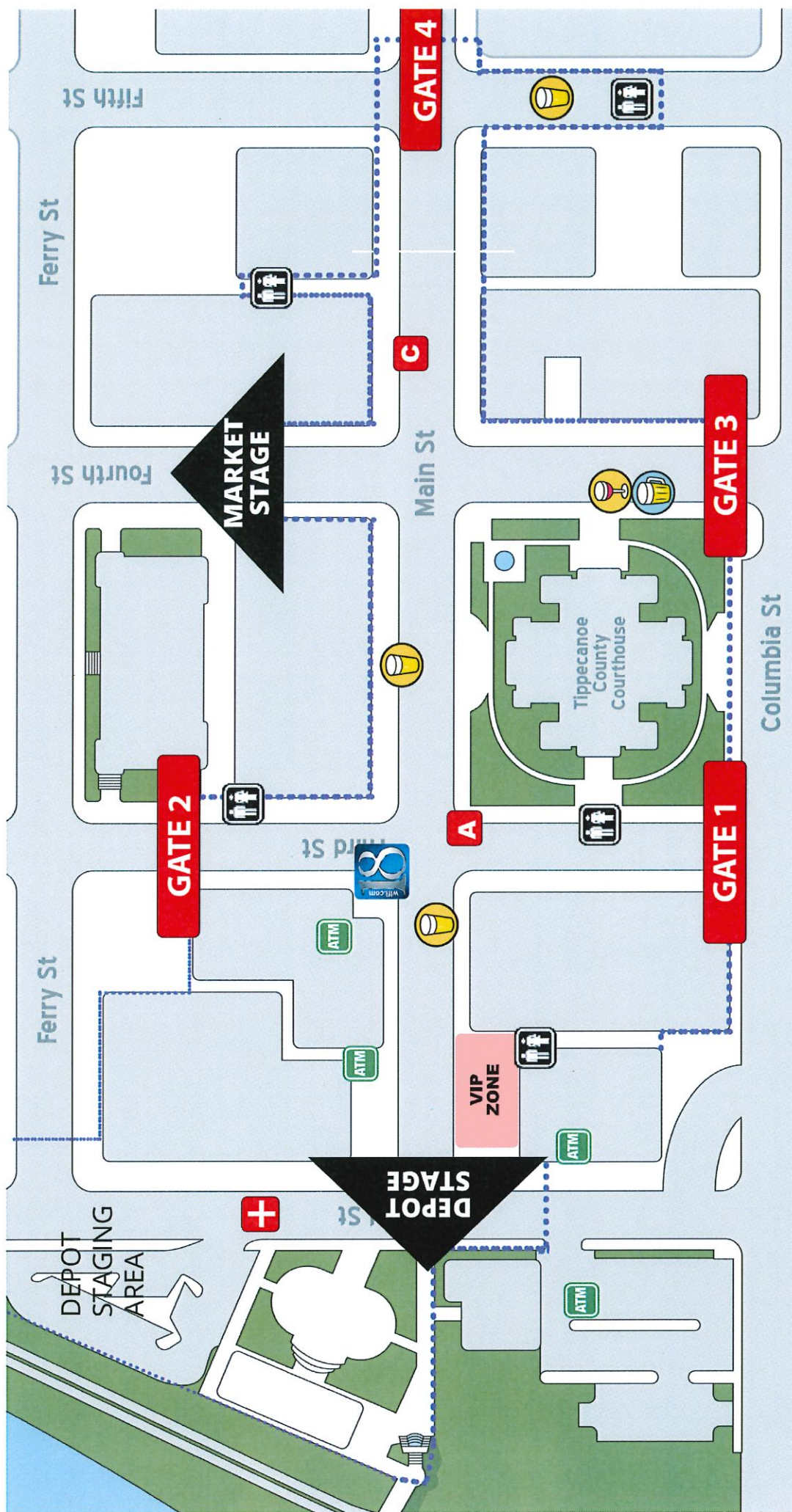
**We have complimentary passes available for residents and workers landlocked by the TASTE available at The Arts Federation through Friday, June 16.**

If you have any questions regarding access or anything in general, please feel free to contact me at (765) 423-2787.

Sincerely,

Ann Fields Monical  
TASTE Event Director / Chief Operating Officer  
The Arts Federation  
(765) 423-2787  
[ann@theartsfederation.org](mailto:ann@theartsfederation.org)







ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/26/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>EPIC Insurance Midwest</b> <b>2663 Duncan Road</b> <b>Lafayette, IN 47904</b>		<b>CONTACT NAME:</b> Terrie Hooker CIC CRIS AAI <b>PHONE (A/C, No, Ext):</b> 765-420-1339 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> terrie.hooker@epicbrokers.com	
<b>INSURED</b> <b>Tippecanoe Arts Federation</b> <b>638 North Street</b> <b>Lafayette, IN 47901</b>		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> West Bend Mutual Insurance Company <b>NAIC #</b> 15350 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PD Ded:250 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			B070373	06/16/2022	06/20/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Lafayette is listed as an additional insured for Taste of Tippecanoe.

## CERTIFICATE HOLDER

## CANCELLATION

<b>City of Lafayette Board of Works</b> <b>20 N 6th Street</b> <b>Lafayette, IN 47901</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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MISCELLANEOUS PAYMENT RECPT#: 3209955  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

DATE: 05/03/22 TIME: 13:11  
CLERK: sscott DEPT:  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT: TASTE OF TIPP

CHARGES:  
APG1 APPLICATION FEE 25.00  
BARR BARRICADE RENTA 25.00  
AMOUNT PAID: 50.00

PAID BY: THE ARTS FEDERATION  
PAYMENT METH: CREDIT CARD  
V#4180 EX 1123

REFERENCE:

AMT TENDERED: 50.00  
AMT APPLIED: 50.00  
CHANGE: .00

5/31/22